

19 June 1972

OFFICE OF PERSONNEL MEMORANDUM NO. 20-31-29

SUBJECT : Designations for Non-Standard Rates of Pay -- GS Employees

REFERENCE:

1. GENERAL

a. This memorandum is intended to clarify the techniques, policies, and practices applicable to the payment of General Schedule employees at rates in excess of those normally required for their positions and assignments.

b. Definitions

- (1) Saved Rate: A rate paid without specific time limitation to GS employees who were previously paid special rates on a GS related schedule (e.g., GSE, GSS, etc.) which has been changed or eliminated when there is no rate at the same grade in the new schedule equal to their special rates.
- (2) Retained Rate: A rate paid up to two years to employees who are changed to a lower grade except when such change is by request of the employee, for personal cause, or required by personnel reduction, in which cases pay retention is not authorized. The employee must have had two years of continuous service in any grade or grades higher than the grade to which he is reduced.

2. APPLICATION OF DESIGNATIONS FOR NON-STANDARD RATES

a. Saved Rate - Step "S"

- (1) An employee is granted a saved rate and placed in Step "S" when the GS related schedule (e.g., GSE, GSS, etc.) to which he was previously assigned is changed or eliminated so that no rate of the successor schedule equals his previous rate.
- (2) An employee receiving a saved rate in Step "S" is not entitled to periodic step increases. He is entitled to increases authorized under legislation or equivalent.

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- (3) An employee is granted a Saved Rate - Step "S" by a "Pay Adjustment - Step Rate Change." Step "S" is terminated only by "Promotion" or "Change to Lower Grade."

b. Retained Rate - Step "R"

- (1) An employee changed to a lower grade for any reason other than his own request, for personal cause, or as a result of personnel reduction, where no scheduled rate of the lower grade equals or exceeds his current rate, will retain his current rate of pay for two years and be placed in Step "R" of his grade.
- (2) An employee receiving a retained rate is not entitled to periodic step increases. He is entitled to increases authorized under legislation or equivalent thereto.
- (3) An employee is given a Retained Rate - Step "R" by a "Change to Lower Grade" action carrying a two year NTE date. Step "R" is terminated by "Promotion" or expiration of the time limitation, which does not require an action.



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